

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (Explosive Ordnance Disposal)
52d Ordnance Group (Explosive Ordnance Disposal)
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy (Policy Letter #3)

1. Members of the command have the right to speak to me regarding any matter that concerns them. While this right gives the individual a direct path to me, please do not bypass your respective chains of command.

2. Procedures for utilizing the open door policy are:

a. Attempt to resolve your problem with the help of your NCO Support Chain.

b. Try to resolve the situation through the chain of command.

c. If you cannot resolve the problem/situation within the constraints listed above, contact the Battalion Sergeant Major at DSN 471-9073 to schedule an appointment to see me.

d. If you cannot visit me at my office (due to geographic location), you can reach me via E-mail over the 52d Group network.

3. This policy is effective immediately and supersedes all previous policies concerning this subject.

4. A copy of this policy will be posted on all company bulletin boards.

PATRICK J. KELLY
LTC, OD
Commanding

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